



## PRE-LEASE SITE VISIT

**BUILDING SERVICES**



The Town of Danville's Building Division and Planning Division recommend prospective commercial tenants schedule a site visit by Town staff prior to taking occupancy of a tenant or building space.

This pre-lease site visit will provide prospective tenants, and their landlords, early identification of potential building code or zoning regulation provisions that may be present or may impact the desired use of the commercial space.

During the visit, Town staff will outline the steps necessary to occupy the commercial space, with a goal of streamlining the process, avoiding unnecessary delays, and avoiding unnecessary expenditures. Town staff will seek to involve other agency representatives at this pre-submittal stage (e.g., Health, Fire, etc.) to meet the overall goals of early issue identification and process streamlining.

To schedule a site visit, provided by the Town at no cost, contact the Building Division at (925) 314-3330 or the Planning Division at (925) 314-3310.

Alternatively, you may contact the Building Division through the Town's website at [www.danville.ca.gov/content.aspx?ekfrm=1945](http://www.danville.ca.gov/content.aspx?ekfrm=1945) or the Planning Division at [www.danville.ca.gov/content.aspx?ekfrm=1949](http://www.danville.ca.gov/content.aspx?ekfrm=1949).